Town of Warren, RI

Applications are currently being accepted for the following position

Juvenile Hearing Board Case Coordinator

Applications, job specification and qualifications may be obtained on the Town's website https://www.townofwarren-ri.gov/residents/employment_proposals/index.php or in the Town Clerk's Office. Completed applications must be received in the Town Clerk's Office, 514 Main Street, Warren, RI no later than 4:00 P.M. on April 16, 2021. Warren is an equal opportunity employer. The Town of Warren reserves the right to reject any and all applications.

Times March 31 & April 7, 2021

Job Description

<u>**Juvenile Hearing Board Case Coordinator**</u>

- Stipend Compensation.
- Establishes positive rapport with parents, juveniles, and hearing board members.
- Organizes and maintains case files that are referred by the police department.
- Develops and maintains open lines of communication with:
 - Parents
 - Board Members
 - Police Department
 - Community Resource Organizations
- Coordinates dates and times for hearing board meetings.
- Attends hearing board meetings held in the early evenings.
- Develops and maintains relationships with organizations in the community who offer safe, appropriate, enrichment programs for juveniles to perform service hours sanctioned by the hearing board.
- Understands and conforms to confidentiality requirements and procedures that are prescribed by the Family Court of RI pertaining to juvenile offenders.
- Ensure juvenile offenders are completing the requirements and sanctions set forth by the hearing board.
- Informs the police department immediately if a juvenile offender is not cooperating with the hearing board or completing the requirements and sanctions set forth by the hearing board.
- Coordinates meetings that are to be held virtually if state requirements against social gatherings exist.



CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

Submit original application only; replications will not be accepted except for "Employment Experience" (page four).

The Town of Warren considers qualified applicants for all positions without regard to race, color, religion, creed, national origin, age, gender, marital status, sexual orientation, veteran status or any other legally protected status or disabilities that do not interfere with job performance.

This application form will be used to evaluate whether you qualify for the specific position for which you are now applying. Please read the descriptions of position, duties and qualifications carefully before filling out this form. Complete the entire application and attach a personal resume (if available).

(PLEASE PRINT)

Po	osition applied for:	Date:	
На	ave you ever filed an application with the Town before?YesNo	Date:	
На	ave you ever been employed by the Town before?YesNo	Date:	
Na	ame:		
	Last First	Middle	e Initial
Ad	ddress:		
	Number Street City	State	Zip Code
Nu	umber of years at this address: Telephone: () Daytim	ie: ()	
1.	Are you 21 years of age or older?		_YesNo
2.	Do you have a valid driver's license?		_YesNo
3.	Are you legally eligible to work in this country?		_YesNo
4.	Are you currently employed?		_YesNo
5.	May we contact your present employer?		_YesNo
6.	Are you on temporary layoff or recall status?		_YesNo
7.	Are you available to work:Full-TimePart-TimeOther?	Date:	
8.	Are you able to perform the "essential functions" of the position you are a with or without reasonable accommodation? (Do not provide details.)		•

EDUCATION	<u>I:</u> ,			
1.	Name and Address of School	Course of Study	Years Completed	Diploma Degree
High School:				
College:				
Trade/Other	r:			
2. Name of la	ast school or college yo	u attended:		
Year Last At	tended:			
3. List any fo	oreign languages you ca	an speak, read and/or write	e:	
4. Check for	which trades you have	received formal education	:	
Carpentry	ElectricalPlum	bingHeatingOther		
Trade Certifi	icate/License/Registra	tion No.	State	
-	-	ning or education you have	=	past employment
SPECIALIZE	D SKILLS	(List skill/equi	pment operated)	
Office/Cleric		Fire/Police:	Public Wor	ks:
Telephon	e			
Fax Machi		s		
Calculator				
Typewrite				
Dictation/	•			
Payroll Da	-			
	EXPERIENCED	ata InputWord Proces	singExcel _	Word
Summarize a	LIFICATIONS any special job related in the second considering the second considering to the second considering th	skills and qualifications or ring your application.	any additional info	rmation that you
REFERENCE	<u>S</u>			
List names, t	itles/positions and tele	ephone numbers of three b	usiness/work refe	rences who are not
-	u. If not applicable, lis	t personal references who	are not related to y	ou.
1		Title	(_	_) Phone #
Name 2		Tiue	ſ)
Name		Title		Phone #
3		Title	(_) Phone #
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EMPLOYMENT EXPERIENCE:

Start with your present or most recent job.

Employer		From	То
Address			
Telephone Number(s)	Work performed		
Job Title	Supervisor		
Reason for Leaving			
Employer		From	То
Address			
Telephone Number(s)	Work performed		
Job Title	Supervisor		
Reason for Leaving			
Employer		From	То
Address			
Telephone Number(s)	Work performed		
Job Title	Supervisor		
Reason for Leaving			
Employer		From	То
Address			
Telephone Number(s)	Work performed		
Job Title	Supervisor		
Reason for Leaving			

APPLICANT STATEMENT

I certify that the information I have provided herein is true, complete and correct to the best of my knowledge. I understand that if information provided by me is found to be false, incomplete or misrepresented, this may be cause for elimination from further consideration, or for discharge. I understand that all statements contained on this form are confidential. I authorize the investigation and verification of all facts as may be necessary for the purpose of arriving at an employment decision. I hereby waive any rights or claims I may have regarding the Town of Warren, its employees or agents for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process, and all other persons, corporations or organizations for such information about me. I understand and acknowledge that this application is not an employment agreement and does not define or establish the terms for such an agreement.

Signature of Applicant	Date

This application for employment shall be considered active for a period of time not to exceed sixty (60) days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.